Guide to completion of new Portfolio of Practice Based Learning (PPBL)

Click into your year tab



Select the placement area (in this case, the most recent with the November date has been used)



Select the 'Pre-Placement' tab



The list below will then open and you should go through each section to ensure it is completed:



- Factors that may impact learning this is an opportunity to think about what you want your PEd to know and what you are happy to share with them, this is not compulsory but can prove helpful to spark discussion should it be needed.
- Pre-placement checklist is an opportunity to log the details of your up coming placement and contact details of key staff.
- Passport to practice tick the boxes and sign to declare you agree, up load a screenshot of your "e-learning for health" health care level 2 student certificate (I have run a manual report but it is helpful to have it in your portfolio also) I will then sign on behalf of DMU.
- Practice environment check list should be completed on day one with your Ped.
- Personal development plan (PDP) you should think about and discuss with PEd points that you both feel you should work on and identify some outcomes you wish to achieve – this is then reviewed at the mid-point review.
- SWOC analysis it not essential but can prove helpful to see where your strengths and weakness are.

Select the 'Start' tab



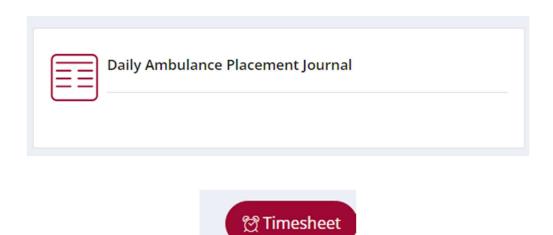
The elements under the start tab should be completed in your first few shifts – don't forget!!

START



Every shift you must complete a minimum of:

- Daily Ambulance Placement Journal
- Timesheet



Formative assessments can be used to assess your achievement at any stage throughout placement, however a summative assessment will need completing (which will auto map to the HCPC wheel) when submitted



Level 5 Assessments - Formatives / Self Assessments

To be completed throughout the course of the year. AT LEAST ONE Formative Assessment to be completed as well as the Summative Assessment.



Level 5 Assessments - Summatives / Assessor Sign Off

To be completed throughout the course of the year. AT LEAST ONE Formative Assessment to be completed as well as the Summative Assessment.

Lecturers will complete the pre-placement clinical skill log



Level 5 Pre-Placement Clinical Skills Log practice and assessed under supervision of Academic Tutor (registrant)

This section is to be used prior to practice placement, and declaration MUST be competed by an academic tutor before skills can be deployed in practice

Skills demonstrated whilst on placement should be logged within the section shown below.



Level 5 Clinical Skills demonstrated on placement

This section is to be used to log skills demonstrated/deployed while on practice placement. Students to self-assess their perceived level of attainment, and if the Practice Educator agrees this can be 'signed off' . By the end of the year the minimum level for EVERY skill must be at Minimal Supervision or above.

The check list below can be used to keep track of what you have and have not done – not compulsory but might be helpful



Level 5 Placement Clinical Skills Checklist